

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DOT1019733**
POSITION NO: **246657**
POSITION TITLE: _____

DATE POSTED: **01/12/15**
CLOSING DATE: **01/26/15**

Legislative Liaison

DEPARTMENT NAME / WORKSITE: **Navajo Division of Transportation/Executive/TseBonito, NM**

WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB60A</u>	
WORK HOURS: <u>8:00a.m.-5:00p.m.</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____	\$ <u>28,600.00</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____	\$ <u>13.75</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Conducts research and analyzes NDOT related legislative records, procedures, policies and federal or state regulations that may affect legislation passed by the Navajo Nation; maintains open communication and liaison with federal, state, and local government agencies and Navajo Nation communities impacted by legislated decisions; prepares, assembles and reviews legislative material prior to release to policy makers and the general public. Provides briefings to Navajo Nation officials on NDOT legislative issues; monitors and reports on legislative activities; prepares resolutions and agenda for presentations and distribution of documents; attends meetings; ensures resolutions are properly surnamed and in compliance with the Navajo donation Code and applicable procedures; as assigned represents Navajo Nation in meeting and corresponding with federal, state and local governmental officials. Works closely with the NDOT contracts section.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Public or Business Administration, or closely related field; and three (3) years of administrative or management work experience involving legislative policy analysis;

Preferred Qualifications:

- A Bachelor's degree in Public or Business Administration.

Special Requirements:

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of legislative affairs, planning and process; and issues affecting the Navajo Nation. Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal operations relative to the principles and techniques of policy analysis. Skill in the collection, analysis, and evaluation of information to arrive at sound conclusions and recommendations. Skilled in the interpretation and analysis of legislative decisions. Skilled in monitoring complex legislative process in order to analyze and present policy alternatives. Skill in maintaining open communication and effective working relationships. Skilled in providing advice and counsel to officials.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.